

CITY OF MILWAUKIE

CLASSIFICATION: WATER QUALITY COORDINATOR

Department: Community Development/Public Works Grade Number: 11(61) FLSA: Non-exempt
Location: Johnson Creek Blvd. Union: AFSCME EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs a variety of work related to monitoring the water quality and conservation program within the Water Division for the City. Also performs a wide variety of technical water quality functions. Work is performed in a manner consistent with public health standards and which ensures quality of water is consistent with all applicable, State, Federal and local laws and ordinances. This position is distinct from the Utility Specialist I in the complexity of problems encountered, the reporting responsibility with outside agencies, and the lead worker responsibilities. This position has program responsibility for the water treatment and distribution programs for the City and is the direct responsible charge for water treatment and distribution functions. This position does not have full supervisory authority over other staff, however it will provide lead worker direction to a Utility Specialist.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collects samples for laboratory analysis, performs field tests and lab tests on these samples to ensure compliance with local, State and Federal laws and ordinances.
2. Performs site inspections, and prepares reports and other necessary paperwork and coordination with internal and external customers and other government agencies.
3. Evaluates information and problem solves any irregularities and either takes corrective action as necessary or makes recommendations as to appropriate corrective action.
4. Responds to inquiries, and complaints, investigates situation and works to resolve the situation or provide appropriate information related to their inquiry.
5. Establish and maintain the cross connection program as required by State and Federal law.
6. Establish and maintain valve turning and water flushing programs.
7. Responds to emergency situations and determines appropriate course of action.
8. Repairs and maintains the well house, pack tower stations, pressure stations and reservoirs as needed.
9. Maintains infrastructure maps using GPS, GIS and maintains infrastructure inventory database for water.
10. Evaluates construction plans and sites to ensure adherence to City and State laws and regulations.
11. Establishes and maintains data and pertinent records; prepares statistical and narrative reports.
12. Tracks works orders for water treatment and distribution.
13. Contribute to water utility budget by preparing information for water treatment and distribution functions.

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14. Participates in Public Works management team meetings.
15. Provides educational outreach efforts regarding particular utility function and keeps public informed of changes and repairs that will affect them.
16. Maintains positive public relations with customers and is responsive to customer needs.
17. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
18. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) High school diploma or GED equivalency plus post high school education (training) in specialty area equivalent to 1 year of full time classes; or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) Three (3) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Thorough knowledge of equipment, facilities, materials, methods, and procedures used in water treatment and distribution.
- ii) Thorough knowledge of installation, connection, construction, and repair related to water treatment and distribution.
- iii) Knowledge of applicable federal, state, and local regulations for water quality, treatment and distribution.
- iv) Knowledge of maintenance construction and repair methods and procedures..
- v) Knowledge of safety practices and procedures applicable to area of assignment.
- vi) Knowledge of safe and effective operating practices of light and heavy equipment used in assigned area.
- vii) Knowledge of traffic systems, signs, and signals, techniques of flagging and traffic control.
- viii) Ability to be the direct responsible charge for the water treatment and distribution program in accordance with Federal and State requirements.
- ix) Ability to operate and maintain equipment and power tools used in public works operations including chlorination equipment..
- x) Ability to establish and maintain accurate records and prepare reports.
- xi) Ability to perform heavy manual work under confined and uncomfortable conditions.
- xii) Ability to determine appropriate resources needed for a project and to direct the work of others.
- xiii) Ability to interpret construction plans.
- xiv) Knowledge of pumps and pumping systems and water distribution systems.
- xv) Ability to establish and maintain effective working relationships.
- xvi) Ability to work as a team member.

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xvii) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon State Driver' License; and either possess or obtain within 6 months of date of hire a Commercial Driver's License with Class B endorsement and depending upon assigned area may be required to obtain a Class A endorsement within one year of hire.
- b) Must obtain OSHA Confined Space and Competent Person Certification, and Traffic control certification within six (6) months of hire.
- c) Must possess at time of hire or obtain the Water Distribution III, Water Treatment I, and Cross Connection Specialist certification within six (6) months of hire.

4. **Tools and Equipment Used:**

- a) May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, street sander, roller, paving equipment, sewer equipment, GPS equipment, combination machine, hydro cleaner, air compressor, variety of other hand tools, multimeters, amp meters, pressure gauges, and transducers.
- b) Computer and printer, digital camera, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

5. **Supervision:**

- a) This position does not provide supervision to any other staff, may occasionally provide lead worker direction.
- b) Operates under the general direction and supervision of the Operations Supervisor.

6. **Communications:**

- a) Has regular contact with City residents, other departments, vendors and other government agencies.
- b) The communications can be technical in nature. Rarely is communication confidential in nature.

7. **Cognitive Functions:**

- a) Work is performed with moderate level of independence within defined policies and procedures yielding some latitude.
- b) Problems encountered are of moderate difficulty with precedent often available. Complexity encountered in safety issues working near other utilities; nature of GPS equipment and requirements for water treatment programs.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in

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- traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however persons in this classification are called out in emergency situations at all hours.

9. **Resource Accountability:**

- a) Accountable for maintaining quality of utility services and accountability for equipment.
- b) Has some impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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